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ONTARIO
SKILLS
DEVELOPMENT
OFFICE



ONTARIO SKILLS DEVELOPMENT OFFICES

What are Ontario Skills Development Offices?

The offices supply training consulting services. Training Consultants help clients develop approaches to training, strengthen employees' skills, and enhance productivity and profitability in the workplace to support Ontario's economic growth.

Offices are managed by the 23 Community Colleges of Applied Arts and Technology. They are located at more than 40 sites across the province.

Who is a Training Consultant's "client?"

Firms, employer and employee associations, unions, and sectoral associations operating in Ontario may be clients.

How will a Training Consultant help me?

The service was created to help you plan and implement an approach to training your employees. This increases the strength and viability of your organization.

A Training Consultant will guide you through the important first steps of assessing your workplace training needs, before you commit your company or organization to an expensive and possibly inappropriate training program.

A Training Consultant will give you the tools to connect training to your business goals and strategies, help you analyze your short-term needs, and plan an approach to meet future needs.

A Training Consultant will help you identify training resources, monitor and evaluate results, and may also suggest sources of government funding.

What other types of services are offered?

Training Consultants also provide advice and information on human resources practices and pay and employment equity, develop long-term strategies, facilitate cost-benefit analysis, and foster joint workplace training activities through employer-employee collaboration.

Who does the training?

Training Consultants do not provide training. They will guide you in putting together a list of requirements for choosing a trainer. This will help you find the right people to deliver it. You make the final decision.

The trainer you choose, for example, may be a private consultant, a knowledgeable member of your staff, or from a training organization such as a community college. Instruction can take place on or off-site.

Can training benefit my company or organization?

Properly designed training programs can lead to increased productivity and profitability, improved customer service and higher employee morale. That's why Canadian companies spend \$1.4 billion annually on training. The Training Consultant will help tailor the plan to your needs. A cost-benefit analysis will make sure those needs are met efficiently.

What is the cost of the Training Consulting service?

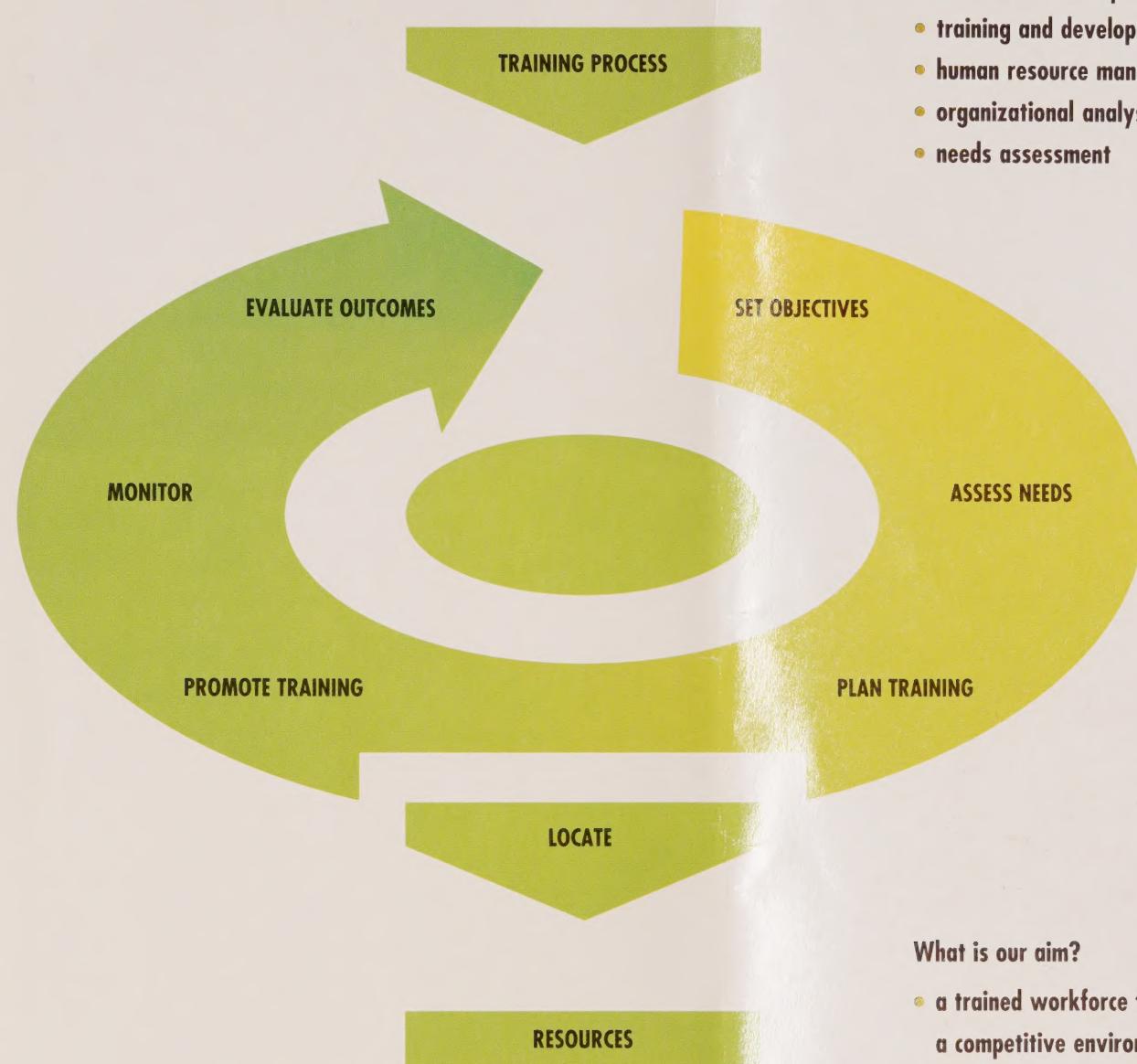
A Training Consultant will visit you at your place of business for an initial consultation and explain the service, free of charge.

If you decide to use the training consulting service, there is a registration fee of \$250 to firms, organizations, unions or associations employing more than 10 full-time employees. The fee covers nominal administration costs, and reflects a shared responsibility between government and the private sector.

How do these services differ from the Ontario Skills program?

The Ontario Skills program may provide financial incentive funding for training initiatives. It is one possible source of assistance in funding your training costs, and is designed to enhance private-sector investment in training, not to replace it.

THE TRAINING CONSULTING SERVICE



Who are we?

Consultants with experience in

- training and development
- human resource management
- organizational analysis
- needs assessment

What is our aim?

- a trained workforce for
a competitive environment

What do we do?

- identify a planned approach
to training
- make training a part of
doing business
- help locate resources
- identify investment benefits

WHY SHOULD I BE INTERESTED?

- In the business world of today, change is the rule. Markets expand, trade barriers disappear. Tomorrow's successful business must keep ahead of the game. Training is the key.

Rector Machine Works, Sault Ste. Marie, Ontario

"I firmly believe a business can go into an expansion program and spend all sorts of money, but if you don't spend time and money on training, your expansion won't be worth the effort."



Oneida Canada Ltd., Niagara Falls, Ontario

"Without the Ontario Skills Development Offices' help with specified jobs, there would have been layoffs here."

- People reach their highest potential through planned and sustained human resource development. Help is available.
- With the right people, doing the right job, in the right place, at the right time, the workforce is competitive.
- Our professional training consultants offer expert assistance to employers/employees in identifying the right training to meet their needs.

For information contact the Ontario Skills Development Office at your local community college or call the toll-free Training Hotline at 1-800-387-5656.

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Wilkinson & Company, Belleville, Ontario

"The Ontario Skills Development Office assisted Wilkinson & Company to implement a training and development strategy focused on our firm's over-all vision and objectives... The assistance we received will help make our vision a reality."

Rolls-Royce Industries of Canada, Toronto, Ontario

"We at Rolls-Royce Industries of Canada regard the skills and knowledge of our employees as the key to our success. Our education and training program... has benefited from OSDO's consulting..."

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